

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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AUGUST 5, 2003

FROM: WALLY HILL, County Administrative Officer
County Administrative Office

**SUBJECT: APPROVE NEW EMPLOYMENT CONTRACTS WITH THE SAN BERNARDINO
INTERNATIONAL AIRPORT AUTHORITY (SBIAA)**

RECOMMENDATION: Approve employment contracts with Kelly Berry to serve as Executive Secretary at a rate of \$21.00 per hour and Amelia Alanis to serve as Secretary II for the SBIAA at a rate of \$18.00 per hour.

BACKGROUND INFORMATION: The Joint Exercise of Powers Agreement, dated May 20, 1992 created the SBIAA. In order for the Authority to be operational, and based upon the relatively small number of employees, it was agreed to employ SBIAA employees as third party contractors to the County of San Bernardino. As such, the employees receive those County benefits that apply to that employee and are paid through the County Payroll System. The Authority reimburses the Auditor/Controller for all costs associated with the Authority employees' payroll.

Recommendation approves contracts with Kelly Berry and Amelia Alanis to fill the existing vacant positions of Executive Secretary and Secretary II respectively for the SBIAA effective August 9, 2003.

REVIEW BY OTHERS: The SBIAA Commission approved this item on July 23, 2003. This item has been reviewed by County Counsel (Andy Hartzell, Deputy County Counsel) on ____ and the County Administrative Office (Kathy Kubesh, Administrative Analyst) on July 28, 2003.

FINANCIAL IMPACT: The annual salary cost for these employee contracts is \$43,848 for the Executive Secretary position and for the Secretary II position is \$37,584. The SBIAA will reimburse the County for all costs associated with this item. There will be no cost to the County.

SUPERVISORIAL DISTRICT(S): 5th

PRESENTER: Wally Hill, County Administrative Officer, 387-5418

Record of Action of the Board of Supervisors

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